



STATE OF TENNESSEE  
**BOARD OF PAROLE**  
COMMUNICATIONS DIVISION

500 JAMES ROBERTSON PARKWAY, 4TH FLOOR NASHVILLE, TN 37243-0850  
PHONE: (615) 741-1150



## Public Records Request

*The Tennessee Public Records Act (TPRA) grants Tennessee citizens the right to access open public records that exist at the time of the request. The TPRA does not require records custodians to compile information or create or recreate records that do not exist.*

*All public record requests should be submitted via email to [BOP.Webmail@tn.gov](mailto:BOP.Webmail@tn.gov) or mailed to the Board of Parole: Attention Public Records Coordinator*

**TO:** Public Records Request Coordinator

**From:** \_\_\_\_\_  
Requestor's Name Requestor's Email/Phone

Requestor's Mailing Address

**Is the requestor a Tennessee Citizen?** ☐ Yes ☐ No

**Request:** ☐ Inspection - The TPRA does not permit fees or require a written request for inspection only.  
**Note: Tenn. Code Ann. 10-7-504(a)(20)(C) permits charging for redaction of private records of a utility.**

☐ Copy/Duplicate  
If costs for copies are assessed, the requestor has a right to receive an estimate. Do you wish to waive your right to an estimate and agree to pay copying and duplication costs in an amount not to exceed \$ \_\_\_\_\_? If so, initial here: \_\_\_\_\_.

**Delivery Preference:** ☐ On-Site Pick-Up ☐ USPS First-Class Mail  
☐ Electronic ☐ Other: \_\_\_\_\_

**Records Requested:** Provide a detailed description of the record(s) requested, including: (1) type of record; (2) timeframe or dates for the records sought; and (3) subject matter or key words related to the records. Under the TPRA, record requests must be sufficiently detailed to enable a governmental entity to identify the specific records sought. As such, your record request must provide enough detail to enable the records custodian responding to the request to identify the specific records you are seeking. If the request involves an offender, please include offender's full name and TDOC#.

Signature of Requestor

Date

Signature of Public Records Request Coordinator

Date